



Instructions to Principals and Arbor Day Coordinators

2011 Utah Arbor Day Poster Contest

1. ☐ Designate an individual to be the school Arbor Day Poster Contest Coordinator. This person will be the contact between the Utah Arbor Day Committee and your school. This person will:
 - a. ☐ Distribute information to teachers about the poster contest.
 - b. ☐ Distribute Arbor Day Curriculum materials when received.
 - c. ☐ Coordinate getting school poster entries to Utah Arbor Day Poster Contest. Only one poster per grade K-6 plus special education per school is allowed (maximum of 8 posters).

2. ☐ Fill out and return the Registration Form by **February 15, 2011**. The registration form can be completed online and submitted by email using the email button on the form (www.forestry.utah.gov/urban/arborday/postercontest.php#requirements). The form can also be mailed or faxed using the information on the form.

3. ☐ Hold a poster contest at the school. See website for details and requirements. www.arborday.utah.gov
 - a. ☐ Conduct and coordinate the school's poster contest.
 - b. ☐ Have a school-level judging selecting the best in each grade. **K-6 plus special education* classes are eligible.**
 - c. ☐ Assure posters are completed and judged by **March 18, 2011**.

4. ☐ Send the school's winning posters (one per grade - maximum of eight) to the Arbor Day Committee.
 - a. ☐ Complete the School Report Form.**
 - b. ☐ Complete a Poster Entry Form for each poster and tape to back of poster.**
 - c. ☐ Posters need to be delivered to our office by **March 23, 2011** by 6:00 p.m.
 - d. ☐ Our **office hours are Mon.-Thurs., 7:00 am - 6:00 pm.**

5. ☐ Celebrate Arbor Day!

Calendar and Deadlines

January 12, 2011	Contest Information. Registration and poster contest information will be mailed to schools and is also available on our website at: www.arborday.utah.gov
February 15, 2011	Registration Deadline.
February 15, 2011 - March 18, 2011	Conduct and coordinate the school's poster contest. Grades K-6 plus Special Education* students are eligible. See website for details: www.arborday.utah.gov
March 23, 2011	Poster Entry Deadline. Posters must be received by the Arbor Day Committee at the Division of Forestry, Fire and State Lands Office in Salt Lake City by 6:00 p.m.
April 5, 2011	Tree Coupons. \$50 Tree Coupons will be sent to registered schools submitting posters, in time to purchase trees for planting on Arbor Day.
April 29, 2011	Arbor Day! State Arbor Day Ceremony and recognition of state winners.

**Special Education students are defined as: Intellectually handicapped students in self-contained classrooms. No resource students permitted in this category.*

***Please fill out the Poster Entry Forms and School Report Form so they are legible. The certificates are printed using this information and if the students name is not legible then some certificates are printed with incorrect student names. The forms can be completed online and then printed.*